

CT Training and Development Network (CTDN) Annual Planning Meeting Highlights 7/13/07 - Fort Trumbull State Park

State of the Network Address

The annual CTDN Program Year Report 2006-2007 was distributed and the Network's accomplishments were reviewed.

Train-the-Trainer Certificate Program

Two more modules will be scheduled in Fall 2007: Instruction Methods/Presentation Skills (Module 5; almost complete) and Facilitation/Process Improvement (Module 6). The Department of Labor has a facilitation skills course that can be used for this module. Volunteers are needed to assist Cheryl Cepelak, Jan Schuyler, and Cheryl Malerba and other members in completing the modules. Pamela Heath-Johnston offered to help with the content of the process improvement piece of Module 6. Marijke Kehrhahn is being asked if she can assist in the development and facilitation of the seventh module, Evaluation.

Newsletter

Contributors are needed to provide articles of interest for future editions. Contact Deana Giordano or Cheryl Malerba if you want to share your writing skills and thoughts!

Conference and Training Survey Results

Overall feedback on the conference was positive. Cheryl and Jan thanked the committee for delivering an excellent program once again. Volunteers are needed to help plan next year's professional development day. Carol Carney, Poppy Bufford, Zaria Kapur, Lynn LaPerte, Susan Baillargeon, and Pamela Heath-Johnston volunteered to assist. We anticipate that John Tierney, DMR will continue to be the registrar.

The Training Survey results were prepared by Christine Coughlin using Articulate software, an e-learning software - thanks Christine!

CTDN Web Site

It is anticipated there will be a Members Only section on the web site where the list of members will reside. Christine is also assisting the committee with this site.

Network Meeting Structure

The majority of survey respondents wanted to hold the meetings on Fridays. It was decided to have members pay \$2 per meeting to help defray the cost of the refreshments. **It is recommended that participants limit refreshments to Coffee, Tea, Juice and a snack so that costs don't get out of hand. Reimbursement will be limited to the receipts presented up to the amount of money collected.** Deana Giordano has agreed to be responsible for the collection and distribution of these funds (an envelope with the sign-in sheet will probably be the method of choice). Each agency will have one vote on business decisions that apply statewide. Members present discussed whether there should be a presentation/guest speaker and business meeting/agency spotlights (information sharing on that month's topic) at each meeting or whether to alternate the two types of formats. It was decided to alternate the two. The calendar of events will indicate "P" for networking, announcements, and the presentation/guest speaker format and "I" for information sharing/business meeting. The "I" type of meeting may also include time set aside for workgroups to meet. See the 9/07 to 6/08 schedule of meetings for details of the programs. If you don't see your name listed, feel free to offer your services!

Presentation/Guest Speaker Meeting Format:

- 8:30 a.m. - 9:00 a.m. - Networking and Announcements
- 9:00 a.m. - 12 noon - Presentation/Guest Speaker (remember to allow for a break)

Information Sharing/Business Meeting Format:

- 8:30 a.m. - 10:00 a.m. - Business Meeting
- 10:00 a.m. - 12 noon - Information Sharing/Agency Spotlights (remember to allow for a break)

Work Groups

The following work groups need volunteers:

- Marketing/Recruiting (develop strategies for making our group more visible)
 - Newsletter (write sections for this)
 - Web Site (maintain and revise the site as needed)
 - Network Brochure and/or Logo (create and maintain these)
- Train-the-Trainer Certificate Program (design and/or facilitate the modules and revise as necessary)
- Conference Committee (plan the annual Spring conference)
- By-Laws - We may not need this group after all. Further discussion is needed.
- DAS Partnership Projects

If you are interested in participating in any one of these work groups please notify Cheryl Malerba or Deane Giordano.

Recognition

Cheryl Malerba thanked Cheryl Cepelak and Jan Schuyler for their many contributions to the Network this past year. Both of them have agreed to assist Cheryl and Deana Giordano, the new Co-Chairpersons, in the transition to their new leadership. Congratulations!

DAS Partnership Projects

Instead of helping DAS develop a full, long-term executive management/leadership program, it may be better for the Network to develop classes on stand-alone, specific topics that relate to the managerial competencies. The commitment to develop this type of training would be less time consuming and possibly more realistic for members who are interested in helping with this project; some agencies may already have curriculum developed that might be appropriate to use for the management level. Further, there was discussion on the idea of asking DAS to support some of the CTDN staff getting trained in identified competencies by training companies who specialize in key managerial competency areas and, in return, these individuals would be available to the DAS Learning Center as instructors a few times a year as well as be able to provide that training for their individual agencies. Peggy Zabawar will be sending competency information to Cheryl Malerba to help better define our possible role. A meeting with Martin Anderson to discuss options is recommended so that effective plans can get underway for our next initiative following the completion of our curricula for the Train-the-Trainer certification program.

Members agreed that the Network should finish the Train-the-Trainer Certificate Program for the first cohort before starting any new initiatives due to our time constraints.

Miscellaneous

Barbara King and Jan Schuyler have information about how to obtain continuing education units (CEUs) for your training programs. Please contact them if you are interested.

**CTDN Meeting Schedule
September 2007 - June 2008**

P = Presentation/Guest Speaker

I = Business Meeting/Information Sharing

Date	Meeting Type	Topic	Coordinators	Location
9/28/07	P	Copyright Laws and Other Legal Liabilities for Trainers	Pamela Heath-Johnston and Cheryl Cepelak	Univ. of CT, Storrs
10/26/07	I	Marketing and Positioning Ourselves for Changing Roles in Staff and Organization Development	Karen Caliendo, Barbara Kleefeld, and Claire Nolin	Dept. of Revenue Services
11/16/07	P	Ethical and Moral Leadership and Decision-Making	Linda Rubin and Jan Schuyler	Dept. of Labor
12/13/07	I	Succession Planning and Annual Holiday Luncheon	Cheryl Malerba, Bob McGarry, and Claire Nolin	DOT Training Center
1/18/08	P	DoIT Learning Management System Update and Strategic Rollout	Jan Schuyler, Carol Carney, and Carol Driscoll	Dept. of Labor
3/14/08	I	Strategic Planning	Peggy Zabawar and Carol Driscoll	DOT Training Center
4/18/08	P	Visual PowerPoint	Barbara King, Alexis Crean, and Alice Clive	DOC, Maloney Training Center
5/16/08	I	Partnering with Employees and Supervisors: Individual Development Plans and Personal Ownership for Transfer of Learning	Barbara Kleefeld and Karen Caliendo	Dept. of Social Services
6/6 or 6/13/08	P	Annual Conference	Conference Committee	To be determined
6/08 (possibly at end of month)	I	Annual Planning Meeting	Cheryl Malerba and Deana Giordano	To be determined

Note: The following topics were discussed for future consideration:

- Transitioning to Management for New Supervisors
- People, Process, and Technology: Electronic Workflow in Organization Development Applications (e.g., SharePoint)
- WebEx Demonstration/Synchronous On-Line Learning
- “Tethered” Generation and Workforce Development: Who Are They and What Do They Want
- Gardner’s Theory of Multiple Intelligence
- Project Management

Special thanks to Karen Caliendo who provided a comprehensive outline of the days activities - thank you Karen!